



Non-Merit Job Vacancy Announcement

PROJECT DESIGN COORDINATOR I

Pay Grade:	13	Position Type:	Full Time
Salary or Range:	\$2,670.20 - \$3,554.70 salary	Work Schedule:	Monday - Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs -Facilities Division - Boone National Guard Center
Work Address: 100 Minuteman Pkwy., Frankfort KY 40601
Work County: Frankfort

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Performs professional work participation in the preparation of site plans, architectural plans, engineering plans, feasibility studies and/or construction projects and plans. Researches and drafts technical designs and specifications subject to review and approval. Performs detailed and technical AutoCAD drafting for preparation of site plans, architectural plans, engineering plans, feasibility studies and schematic design for RFP's. Provide timely small or minor project coordination with Architect and Engineers to include Project Scheduling, Construction meetings, submittal reviews, payment requests, Independent Government estimates and performs site surveys and inspections in accordance with contract documents and National Guard regulations. Chairs and coordinates minor regular meetings between facility users, design teams and Architect and Engineer firms. Performs field review of construction progress, timeliness, quality assurance and adherence to construction documents. Conduct pre-design review of existing conditions and site analysis; develop project scope of work; and research product and component research. Develop/Manage contract documents ot successfully advertise and manage small construction projects. Assemble and maintain document flow design phase through construction completion. Conducts a punch-list and final inspection of the facility and recommends approval of final payment to the contracting officer. Acquires Information Operation and Maintenance Manuals, Warranty documentation, training and reference materials. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in engineering, engineering technology, architecture, landscape architecture or a related field.

EXPERIENCE:

Must have three years of experience in site planning, landscape or facilities design or facilities construction or a related

field.

Substitute EDUCATION for EXPERIENCE:

NONE.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 9/20/2016)

[Posted on: 9/10/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Teresa Lee before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website****

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Teresa Lee

Contact Method: 502-607-1237 or
teresa.r.lee2.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

